

## Director of Fundraising

### Duties:

- Plans, executes, and oversees fundraising events
- Maintains an event tracker with data points such as date, location, time, event leader, event contact, etc., which is used for planning, budgeting, and recording important historical information.
- Seeks business donations and sponsorships
- Works with Director of Marketing to communicate with volunteers and the public about upcoming events
- Manages the annual ask letter and Give to the Max efforts
- Maintains inventory of all UMGDR merchandise and event materials
- Ensures event coordinators are supplied with necessary materials for events

### Requirements:

- Excellent project management skills
- Needs to have internet and phone access on a daily basis
- Available to check email at least twice a day, unless other circumstances prevent this such as vacations, internet service out, etc.
- Strong verbal, written, and presentation skills
- Needs to have coaching and leadership skills
- Able to work through conflict and have open and honest discussion with Board members and other volunteers
- Creative, innovative, independent, organized, and able to develop new event ideas and programs
- Professional and respectful to all volunteers and the public
- Capable of managing a team of volunteers to achieve goals and meet deadlines
- Able to commit approximately 15 hours/week in the summer and 10 hours/week in the winter.